Attendance Tracker

The attendance tracker system allows you to:

- Record attendance related to your courses
- Update attendance records
- Export attendance related to a particular course as well as view past attendance

Accessing the Attendance Tracker

- Go to the CITR website at http://www.wiu.edu/CITR
- On the mid left of the page click **Attendance Tracker** under **Faculty Electronic Resources**. You can also hover over **Resources** in the main menu, choose **Faculty Electronic Resources** then click **Go To Attendance Tracking System.**
- You may be asked to enter your ECOM username and password.

You will see your list of courses. Each course has the following options:

- Quick Attendance
    - Mark a student as Present, Absent, Excused Absence or Tardy
- Full Featured Attendance(Slower)
    - Mark a student Present, Absent, Excused Absence or Tardy
    - Email a student
    - Hover over students' names to see a photo of the student
    - See attendance data for each student
- Edit Attendance
    - Modify/update attendance information
- Set Attendance Preference
    - Set the attendance default to Present, Absent, Excused Absence or Tardy
- Export Attendance
    - Export attendance record as a .csv file
- View Class Summary
    - Attendance summary for the class with attendance totals by student
- Email Student Reports
    - Email attendance reports to your students
- Add GA
    - Add a GA with attendance tracker privileges
- Add Student Note
    - Add a personal note about a student